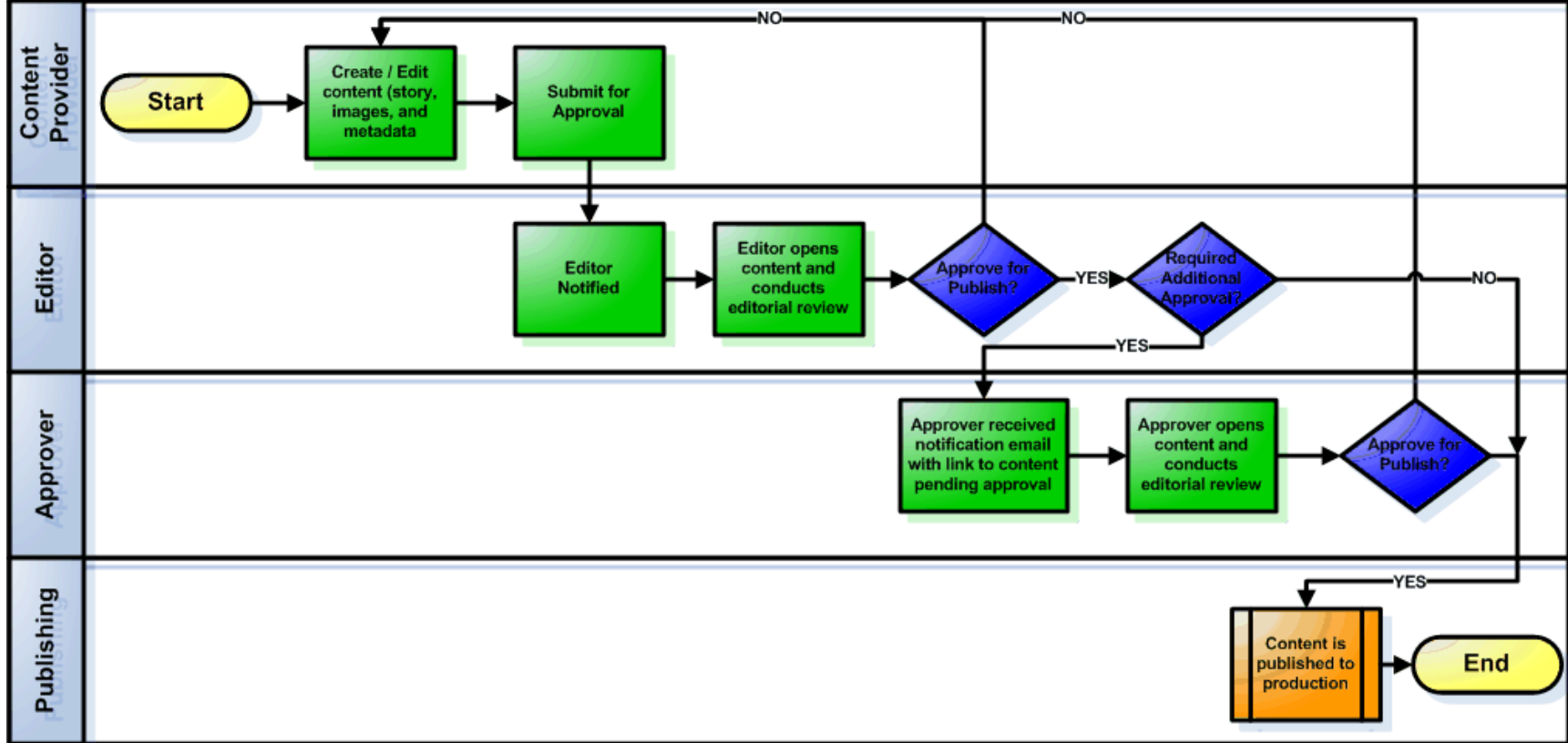# Approval Process

1. **Navigate** *to Unit to approve a Press Release or a News Story* **Navigate** *to Orders & Directives or Messages* approve them
2. **Select** *View Reports* then Pending Approval from the Site Action menu
3. **Review** *Items* to be approved
4. **Approve** or **Reject**

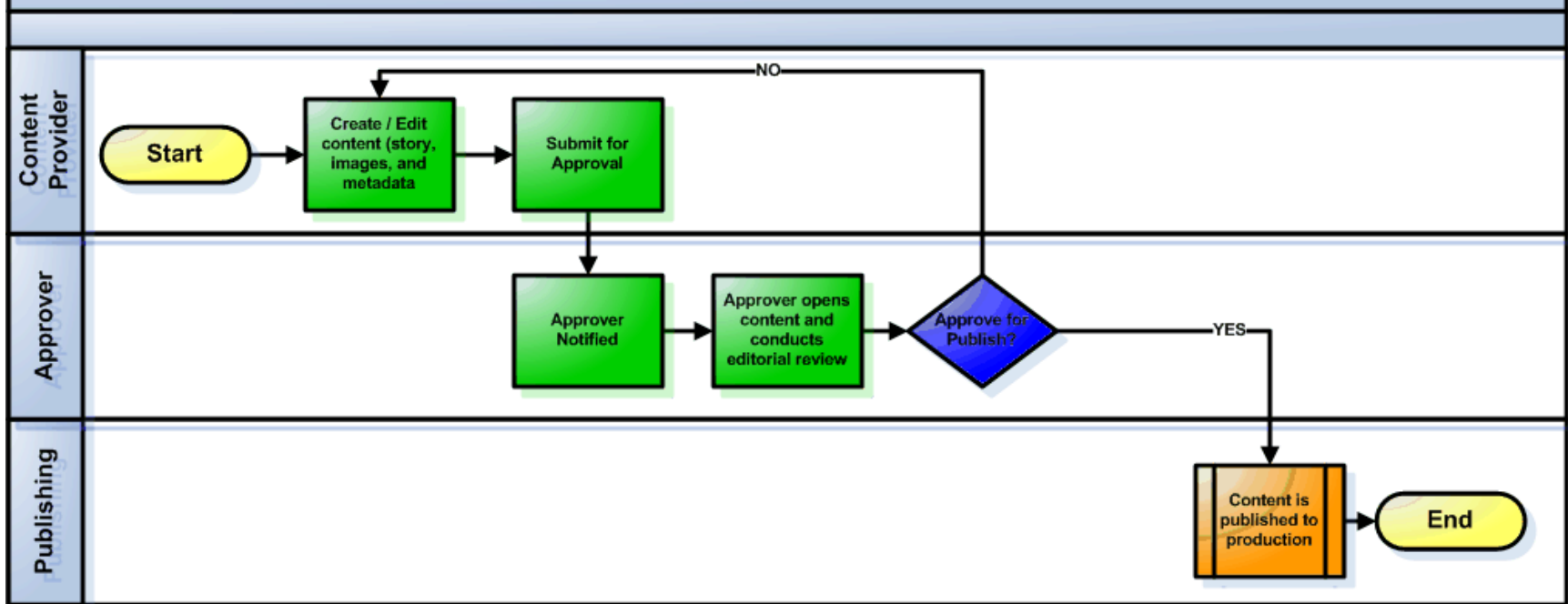# Content Management Workflow

Marines.mil Content Approval Process – Editor & Approver

Content Management Workflow

Marines.mil Content Approval Process – One Approver

Navigating to Unit for News Story or Press Release

1a. Click *Units*

Navigating to Unit for News Story or Press Release

1b. Select *Unit*

Navigating to Unit for News Story or Press Release

1c. Click *Unit* from list of links

Navigating to Messages

1a. Click *News* from the drop down menu

1b. Click *Messages*

Navigating to Orders and Directives

1a. Click *News* from drop down menu

1b. Click *Publications*

1c. Click *Orders and Directives*

Approval Process – Reports Method

2a. Click *Site Actions drop down*

2b. Click *View Reports*

2c. Click *Pending Approval*

NOTE: Approvals must be done from the site where the item was created

Approval Process – Reports Method

3. Check *Item(s)* to approve

NOTE: All items can be checked by clicking in the box next to Type

NOTE: If Workflows are set up to be started manually, you can approve in bulk, if not you must approve each item separately.

Back to 'Headquarters Marine Corps'

Site Content and Structure

Refresh all

- Home
  - In the Community
  - News
  - Search
  - Units
    - Headquarters Marine Corps
      - Assistant Commandant of the Marine Corps
      - Aviation
      - Blount Island Command
      - Chaplain of the Marine Corps
      - Command, Control, Communications and Computers
      - Commandant of the Marine Corps
      - Counsel for the Commandant

'Pending Approval' in 'Headquarters Marine Corps'

Actions ▾ | Show Related Resources | View: Pending Approval ▾

Type	Title	Modified
☑	regions2.jpg	6/11/2007 9:34 AM

Approval Process – Reports Method

4a. Click *Actions drop down*

Back to 'Headquarters Marine Corps'

Site Content and Structure

Refresh all

- Home
  - In the Community
  - News
  - Search
  - Units
    - Headquarters Marine Corps
      - Assistant Commandant of the Marine Corps
      - Aviation
      - Blount Island Command
      - Chaplain of the Marine Corps

'Pending Approval' in 'Headquarters Marine Corps'

Actions ▼ | Show Related Resources | View: Pending

Title

regions2.jpg

Copy...
Move...
Delete
Check Out
Discard Check Out
Check In
Reject
Approve

4b. Click *Approve*

Approval Process – Reports Method

5a. Enter *Comment*

5b. Click *OK*
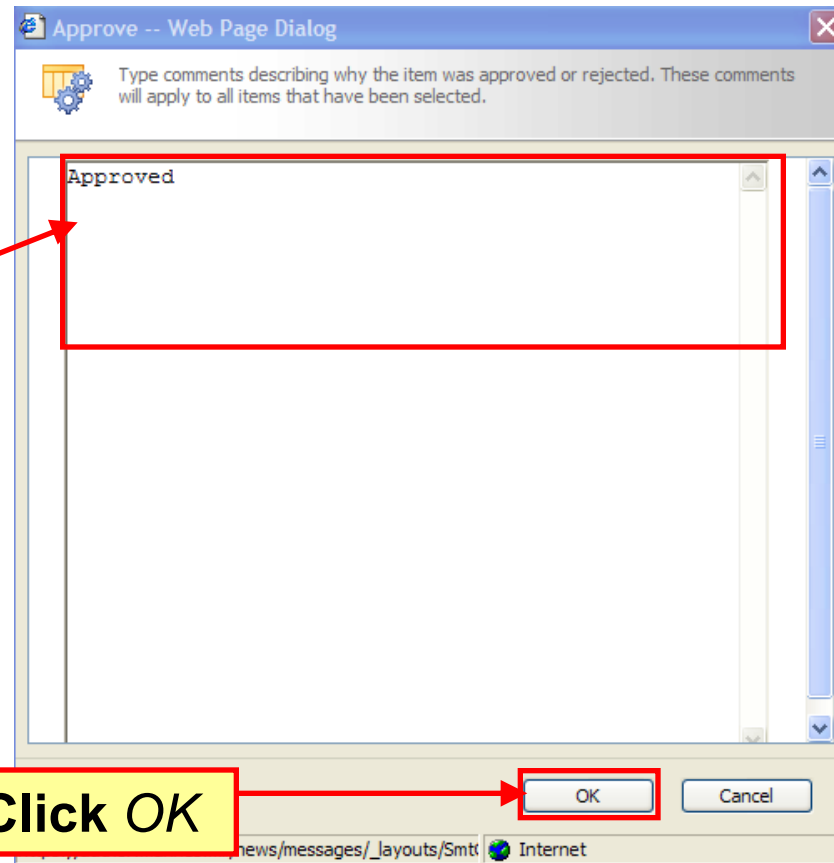
Approval Process – Reports Method

6a. Enter *Comment*

Workflow Tasks: Please approve KathyTestMessageApproval

☑ Claim Task | ✕ Delete Item

⊙ This workflow task applies to KathyTestMessageApproval.

Approval Requested

From: Gessner CTR Kathy
Due by: 11/5/2007 12:00:00 AM

Approved

Type comments to include with your response:

| |

6b. Click *Approve*

[Approve] [Reject] [Cancel]

Other options
Reassign task   Request a change

Approval Process – List Method

- Another way to approve is to navigate to Unit, Messages, or Orders & Directives
- **Click** *View all Site Content*
- **Click** *Page Library*
- Locate item to approve

Approval Process – List Method

1a. Click *View All Site Content*

You are here: Home > News > Messages

View All Site Content

Marine Corps News

Marines Magazine

MarinesTV

Messages ▶

Publications ▶

News from the Front

Press Releases

Photos

MarinesTV

News

Messages

MARADMINS

ksadfjk testpage5

557/07 ANNOUNCEMENT OF THE FISCAL YEAR (FY) 2008 FIRST SERGEANT/ /MASTER SERGEANT REGIONAL SEMINAR DATES

363/07 1STLT PROMOTIONS FOR JULY 2007

362/07 FY08 OLMSTED SCHOLAR PROGRAM NOMINATION BOARD

360/07 GENERAL OFFICER PARTICIPATION AND FUNDING FOR 2007 USMC BIRTHDAY BALLS

358/07 CHANGE 2 TO MARINE CORPS POLICY CONCERNING PREGNANCY AND PARENTHOOD

359/07 EXTENSION TO DEADLINE FOR 2007 CAPITAL MARINE USMC AND USN ENLISTED AWARDS

361/07 ASSIGNMENT OF ADDITIONAL FAO/RAO MOS FOR FY07 2ND QTR FAO/RAO EXPERIENCE TRACK BOARD

354/07 JULY 2007 SNCO PROMOTIONS FOR ACTIVE RESERVE (AR), SELECTED MARINE CORPS RESERVE (SMCR), AND INDIVIDUAL READY RESERVE (IRR)

ALMARS ▼

999 Kathy Test Message Approval

999999 Kathy's Test ALMAR2

044/07 UNITED STATES MARINE CORPS BIRTHDAY MESSAGE - 10 NOVEMBER 2007

042/07 MILITARY FAMILY MONTH

041/07 BILLETS FOR CALENDAR YEAR 2007 SERGEANTS MAJOR SLATE

043/07 232ND ANNIVERSARY OF U.S. NAVY

040/07 UNITED STATES AIR FORCE ANNIVERSARY MESSAGE

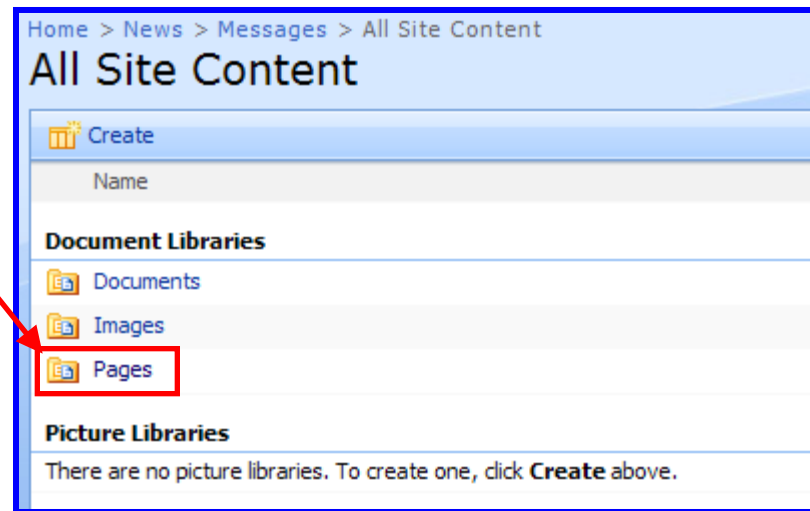039/07 3D MARINE DIVISION ANNIVERSARY MESSAGE

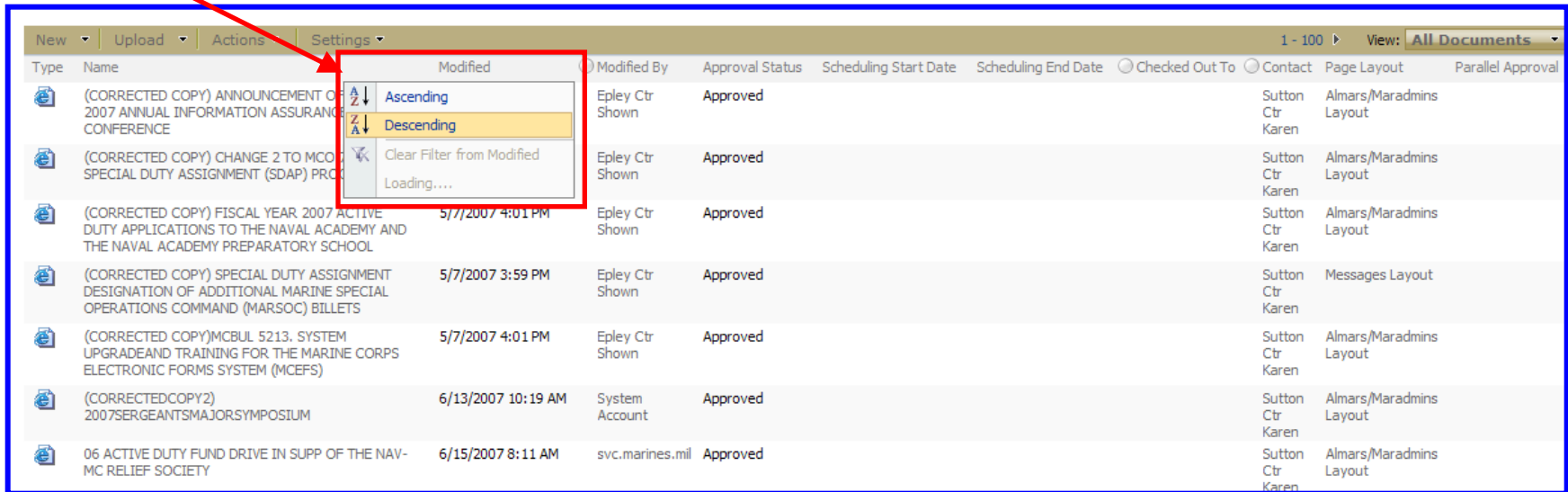038/07 4TH MARINE AIRCRAFT WING

Approval Process – List Method

1b. Click *Pages*

Home > News > Messages > All Site Content

All Site Content

Create
Name

Document Libraries

Documents

Images

Pages

Picture Libraries

There are no picture libraries. To create one, click **Create** above.

Approval Process – List Method

1c. Locate *Record to Approve. Might need to sort or filter first.*

NOTE: You might need to sort or filter the list to find the record to approve. Click the drop down on the field you wish to sort or filter

Approval Process – List Method

1d. Click *Record Drop Down* on Name and **Select** *Approve/Reject*

Approval Process – List Method

1e. Click *Approved or Rejected* **and Enter** *Comment*

Home > News > Messages > Pages > KathyTestMessageApproval > Approve/Reject

Pages: KathyTestMessageApproval

Use this page to approve or reject submissions. Note that rejecting an item does not delete it, and that users who know the exact URL of a rejected item can still view it. Learn about requiring approval.

Approval Status

Approve, reject, or leave the status of the item as Pending. If you approve or reject this item, any content approval workflow that is in progress for it will be canceled.

○ Approved. This item will become visible to all users.

○ Rejected. This item will be returned to its creator and not appear in public views.

⊙ Pending. This item will remain visible to its creator and all users with the Manage Lists permission.

Comment

Use this field to enter any comments about why the item was approved or rejected.

OK   Cancel

1f. Click *OK*

Approval Process – List Method

NOTE: When using the alternate method you will be prompted that the Content Approval Workflow is currently running and that you will cancel the workflow if you continue. Just Click OK.
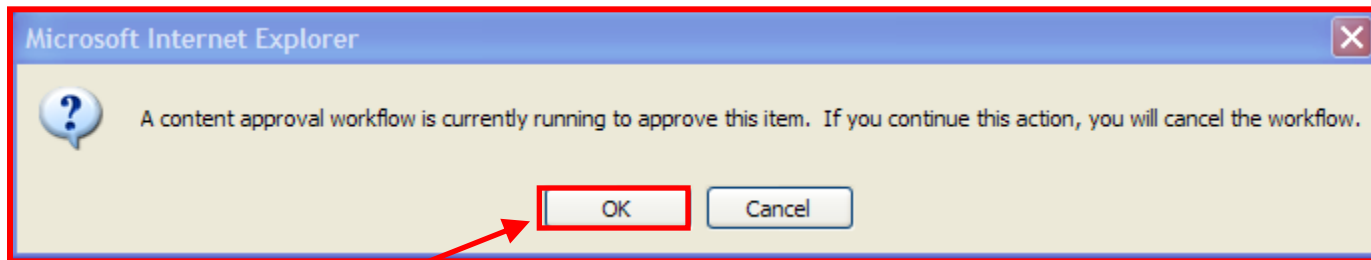
1g. Click *OK*

Approval Process – Email Method

1a. Click *link* in email to view the item to be approved.
Then go through approval process as before

From: Jeffrey Lester
To: Kathy Gessner
Cc:
Subject: FW: Parallel Approval started on default.

From: irvadev532@inforeliance.com [mailto:irvadev532@inforeliance.com]
Sent: Thursday, February 28, 2008 9:57 AM
To: Jeffrey Lester
Subject: Parallel Approval started on default.

Parallel Approval has started on default.
Participants are Approvers

Each person will receive a task to approve default. The tasks will be assigned all at one time.

View the status of this workflow.